

**Louisiana State Board of Home Inspectors****Financial Statements****June 30, 2011**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date **DEC 14 2011**

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**WILLIAM E. DELOACH**  
Certified Public Accountant

**William E. DeLoach**  
Certified Public Accountant

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**Independent Accountant's Review Report**

To the Board of Directors  
Louisiana State Board of Home Inspectors  
Baton Rouge, Louisiana

I have reviewed the accompanying statement of financial position of the Louisiana State Board of Home Inspectors as of June 30, 2011, and the related statements of activities, change in net assets, and cash flows for the year then ended.

A review includes primarily applying analytical procedures to management's financial data and making inquiries of Organization management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, I do not express such an opinion.

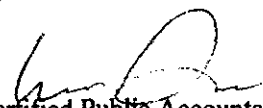
Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

My responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards* issued by the Comptroller General of the United States of America.

Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. I believe that the results of my procedures provide a reasonable basis for my report.

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

In accordance with the *Louisiana Governmental Audit Guide* and the provisions of state law, I have issued a report, dated November 16, 2011 on the results of our agreed-upon procedures.

  
Certified Public Accountant

November 16, 2011

**LOUISIANA STATE BOARD OF HOME INSPECTORS  
OFFICE OF THE GOVERNOR  
EXECUTIVE DEPARTMENT  
STATE OF LOUISIANA**

**Statement of Financial Position  
June 30, 2011**

**ASSETS**

**Current Assets**

Cash	\$ 116,098
Prepaid Expense	5,000
Total Current Assets	<u>121,098</u>

**Capital Assets**

Furniture	5,686
Office Equipment	32,607
Intangible Asset	13,293
Total Capital Assets	<u>51,586</u>
Less Accumulated Depreciation & Amortization	<u>(49,078)</u>
Net Capital Assets	2,508

**Other Assets**

Deposits	<u>500</u>
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<b>TOTAL ASSETS</b>	<b>\$ <u>124,106</u></b>
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**LIABILITIES & NET ASSETS**

**Current Liabilities**

Accounts Payable	\$ 3,418
Compensated Absences Payable	1,459
Payroll Taxes & Withholdings	<u>580</u>

<b>TOTAL LIABILITIES</b>	<b>5,457</b>
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<b>TOTAL NET ASSETS - Unrestricted</b>	<b><u>118,649</u></b>
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<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>\$ <u>124,106</u></b>
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See accountant's review report and accompanying footnotes.

**LOUISIANA STATE BOARD OF HOME INSPECTORS  
OFFICE OF THE GOVERNOR  
EXECUTIVE DEPARTMENT  
STATE OF LOUISIANA**

**Statement of Activities  
and Change in Net Assets  
For the Year Ended June 30, 2011**

**OPERATING REVENUES**

Application Fees	\$ 31,700
Inspection Fees	114,551
Continuing Education Fees	7,700
Penalties & Fines Collected	19,468
Other Revenue	<u>95</u>
Total Operating Revenue	173,514

**OPERATING EXPENSES**

Operating Services & Supplies	86,356
Depreciation	3,177
Salary, Wages, & Benefits	55,561
Professional Fees	<u>29,558</u>
Total operating expenses	174,652

**CHANGE IN NET ASSETS** (1,138)

**NET ASSETS - Beginning of the Year** 119,787

**NET ASSETS - End of the Year** \$ 118,649

See accountant's review report and accompanying footnotes.

**LOUISIANA STATE BOARD OF HOME INSPECTORS  
OFFICE OF THE GOVERNOR  
EXECUTIVE DEPARTMENT  
STATE OF LOUISIANA**

**Statement of Cash Flows  
For the Year Ended June 30, 2011**

<b>Cash flows from operating activities:</b>	
Cash received from fees, including cash deposits	\$ 173,514
Disbursed for operations	(170,806)
Depreciation	<u>3,177</u>
<b>Net increase in cash provided by operating activities</b>	<b>5,885</b>
<b>Cash at beginning of year</b>	<u><b>110,213</b></u>
<b>Cash at end of year</b>	<b>\$ <u>116,098</u></b>
<b>Reconciliation of change in net assets to net cash provided by operating activities</b>	
Change in net assets	\$ (1,138)
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	3,177
Increase in Payables	<u>3,846</u>
<b>Net cash provided by operating activities</b>	<b>\$ <u>5,885</u></b>

See accountant's review report and accompanying footnotes.

**LOUISIANA STATE BOARD OF HOME INSPECTORS**  
**STATE OF LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2011**

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**INTRODUCTION**

The Louisiana State Board of Home Inspectors (Board), a component unit of the State of Louisiana, was created by the Louisiana Legislature in 1999 and is established under the provisions of Louisiana Revised Statute (R.S.) 37:1474. The Board is a licensing agency of the State of Louisiana. The Board's enabling legislation, the Home Inspectors Licensing Law, is comprised by R.S. 37:1471 *et seq.* The Board is composed of a single member from each congressional district and is appointed by the Governor of the State of Louisiana to serve six year terms. The Board is charged with the responsibility of regulating all persons engaged in the business of inspecting existing residential homes for compensation, and advising persons utilizing such services and the general public of the legal obligations and responsibilities of residential home inspectors. The operations of the Board are funded through self-generated revenues primarily derived from license applications, license renewals, and fees from inspections performed by home inspectors. The board has one full time employee.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. BASIS OF PRESENTATION**

The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting principles and reporting standards. These principles are found in the *Codification of Governmental Accounting and Financial Reporting Standards*, published by the GASB. The accompanying statements have been prepared on the full accrual basis in accordance with accounting principles accepted in the United States of America as applied to governmental units.

**B. REPORTING ENTITY**

GASB Codification Section 2100 has defined the governmental reporting entity to be the State of Louisiana. The Board is considered to be a component unit (enterprise fund) of the State of Louisiana because the state has financial accountability over the Board in that the governor appoints the Board members and can impose his will on the Board. The accompanying financial statements present information only as to the transactions and activities of the Board.

Annually, the State of Louisiana issues a comprehensive financial report, which includes the activity contained in the accompanying financial statements. The Louisiana Legislative Auditor audits the basic financial statements of the State of Louisiana.

**LOUISIANA STATE BOARD OF HOME INSPECTORS**  
**STATE OF LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2011**

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**C. FUND ACCOUNTING**

All activities of the Board are accounted for within a single proprietary (enterprise) fund. Proprietary funds are used to account for operations that are (a) financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purpose.

**D. BASIS OF ACCOUNTING**

Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The transactions of the Board are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operations are included in the Statement of Net Assets.

The Board applies all Financial Accounting Standards Board (FASB) pronouncements as codified and issued after November 30, 1989, unless FASB conflicts with GASB.

The Board uses the following practices in recording revenues and expenses:

**Revenues**

Revenues are recognized using the full accrual basis of accounting; therefore, revenues are recognized in the accounting period in which they are earned and become measurable.

**Expenses**

Expenses are generally recognized on the accrual basis; therefore, expenses, including salaries, are recognized in the period incurred, if measurable.

**Non-operating Revenues and Expenses**

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and/or producing and delivering goods in connection with a proprietary fund's principle ongoing operations. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

**Deferred Revenues**

Deferred revenues arise when potential revenue is collected or received before being earned.

**LOUISIANA STATE BOARD OF HOME INSPECTORS  
STATE OF LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2011**

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**E. BUDGET PRACTICES**

The Board submitted its annual budget to the various agencies as prescribed by Louisiana Revised Statute 39:1331-1342 and in accordance with R.S. 36:803. The budget is prepared on a modified accrual basis of accounting. Although budget amounts lapse at year end, the Board retains its unexpended net assets to fund expenses of the succeeding year. Formal budget integration is not employed as a management control device during the year.

**F. CASH AND INVESTMENTS**

Cash consists of the amount in a non-interest bearing demand deposit account. Under state law, the Board may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state of the Union or the laws of the United States. Furthermore, the Board may invest in time certificates of deposit of any bank domiciled or having a branch in Louisiana, in savings accounts or shares of savings and loan associations and savings banks, and in share accounts and share certificate accounts of federally or state chartered credit unions.

**G. CAPITAL ASSETS AND LONG-TERM OBLIGATIONS**

Capital assets consist of furniture and office and computer equipment and are capitalized at historical cost. These assets, net of accumulated depreciation, are included on the Statement of Net Assets. Depreciation is recorded using the straight-line method over the estimated useful lives of the assets as follows:

Equipment	4-10 years	Office furniture	5-7 years
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Generally, the Board includes all capital acquisitions with a cost of \$1,000 in its fixed asset inventory. However, certain items at a cost below that amount may be capitalized if benefits of the item will extend beyond one year and/or the Board wants to monitor the item.

Long-term obligations at June 30, 2011 include compensated absences.

**F. EMPLOYEE COMPENSATED ABSENCES**

Employees of the Board earn and accumulate annual and sick leave at varying rates depending on their years of service. The amount of annual and sick leave that may be accumulated by each employee is unlimited. Upon termination, employees or their heirs are compensated for up to 300 hours of unused annual leave at the employee's hourly rate of pay at the time of termination. Upon retirement, unused annual leave in excess of 300 hours plus unused sick leave is used to compute retirement benefits.

The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as an expense and a liability in the financial statements in the period in which the leave is earned.



**LOUISIANA STATE BOARD OF HOME INSPECTORS**  
**STATE OF LOUISIANA**  
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**I. NET ASSETS**

Net assets comprise the various net earnings from operations, non-operating revenues, expenses, and contributions of capital. Net assets are classified in the following three components as applicable:

*Invested in Capital Assets, Net of Related Debt*

This category records capital assets net of accumulated depreciation and reduced by the outstanding balances of any bonds or other borrowings attributable to the acquisition, construction or improvement of those assets.

*Restricted Net Assets*

This category consists of net assets possessing external constraints imposed by creditors, grantors, contributors and laws or regulations of other governments, or constraints imposed by law through constitutional provisions or enabling legislation.

*Unrestricted Net Assets*

This category represents all other net assets not included in the other categories previously mentioned.

**J. USE OF ESTIMATES**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**NOTE 2 – CASH AND CASH EQUIVALENTS**

The following is a summary of cash and cash equivalents at June 30, 2011:

	<u>Book Balance</u>	<u>Bank Balance</u>
Demand deposits	<u>\$ 116,097.92</u>	<u>\$ 122,575.86</u>

Custodial risk is the risk that in the event of a bank failure, the Board's deposits may not be recovered. The Board's deposit policy conforms to state law. Under state law, the Board's deposits must be secured by federal deposit insurance or similar federal security or the pledge of securities owned by the fiscal agent bank. The fair market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the Board or the pledging bank by a holding or custodial bank that is mutually acceptable to both parties.

**LOUISIANA STATE BOARD OF HOME INSPECTORS**  
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With the adoption of GASB Statement No. 40, only deposits that are considered exposed to custodial credit risk are required to be disclosed. The Board does not have any deposits that fall within this category. Deposits of the Board are secured with insurance through FDIC and collateral pledged by the agent bank.

**NOTE 3 – INVESTMENTS**

As of June 30, 2011 the Board has no investments.

**NOTE 4 – CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2011, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Retirements</u>	<u>Ending Balance</u>
Capital Assets, being depreciated				
Computers and related assets	\$ 32,607	\$ 0	\$ 0	\$ 32,607
Less: accumulated depreciation	(29,048)	(2,168)	0	(31,216)
Net Computers and related assets	3,559	(2,168)	0	1,391
Office Furniture	5,686	0	0	5,686
Less: accumulated depreciation	(4,228)	(430)	0	(4,658)
Net Furniture	1,458	(430)	0	1,028
Intangible Assets	13,293	0	0	13,293
Less: accumulated amortization	(12,625)	(579)	0	(13,204)
Net Intangible Assets	668	(579)	0	89
Net Capital Assets, being depreciated	\$ 5,685	(3,177)	0	\$ 2,508

**NOTE 5 – LEAVE**

*Annual and Sick Leave.* The Board's employees earn and accumulate annual and sick leave at varying rates depending on their years of full-time service. Accumulated leave is carried forward to succeeding years without limitation. Upon termination, employees are compensated for up to 300 hours of unused annual leave at the employee's hourly rate of pay at the time of termination. Upon retirement, unused annual leave in excess of 300 hours plus unused sick leave is used to compute retirement benefits.

The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as current year expenditures when leave is earned. Only annual leave is accrued in the accompanying statements of net assets at \$1,458.66.

*Compensatory Leave.* Non-exempt employees, according to the guidelines contained in the Fair

**LOUISIANA STATE BOARD OF HOME INSPECTORS**  
**STATE OF LOUISIANA**  
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Labors Standards Act, may be paid for compensatory leave earned. Upon termination or transfer, an employee is paid for any time and one-half compensatory leave earned and may or may not be paid for any straight hour-for-hour compensatory leave earned. This pay is based on the employee's hourly rate of pay at the time of termination or transfer. Compensatory leave time accrued at June 30, 2011 was \$1,458.66.

**NOTE 6 – PENSION PLAN**

Substantially all of the employees of the Board are members of the Louisiana State Employees Retirement System (LASERS), a cost sharing single-employer, defined benefit pension plan. LASERS is a statewide public retirement system (PERS) for the benefit of state employees, which is administered and controlled by a separate board of trustees. LASERS provides retirement, disability, and survivors' benefits to plan members and beneficiaries. Benefits granted by the retirement system are guaranteed by the State of Louisiana by provisions of the Louisiana Constitution of 1974.

All full-time Board employees are eligible to participate in LASERS. Benefits vest with 10 years of service. At retirement age, employees are entitled to annual benefits equal to 2.5% of their highest consecutive 36 months' average salary multiplied by their years of credited service plus \$300 for employees hired before July 31, 1986. Vested employees are entitled to a retirement benefit, payable monthly for life at (a) any age with 30 years of service, (b) age 55 with 25 years of service or (c) age 60 with 10 years of service. In addition, vested employees have the option of reduced benefits at any age with 20 years of service is available. Article 10, Section 29 of the Louisiana Constitution of 1974 assigns the authority to establish and amend benefit provisions to the state legislature. The System also provides death and disability benefits. Benefits are established or amended by state statute. The System issues an annual publicly available financial report that includes financial statements and required supplementary information of the System. That report may be obtained by contacting the Louisiana State Employees Retirement System, P. O. Box 44213, Baton Rouge, La. 70804-4213, or by calling 225-922-0605 or 800-256-3000.

Covered employees are required to contribute 8.0% of gross salary to the plan, and the Board is required to contribute at an actuarially determined rate as required by Louisiana Revised Statute 11:102. That rate for the year ended June 30, 2011, was 22.0%. Contributions to the System for the years ended June 30, 2011, 2010 and 2009, were \$7,768.08, \$7,067.06 and \$15,258.38, respectively.

**NOTE 7 – OTHER POST EMPLOYMENT BENEFITS**

The Board may provide certain continuing health care and life insurance benefits for its retired employees through the Louisiana Office of Group Benefits (OGB.) Substantially all of the Board's employees become eligible for those benefits if they reach normal retirement age while working for the Board and were covered by the Board's active medical plan immediately prior to retirement. Those benefits include joint payment of monthly premiums for the coverage provided.

The Board has no liability for other post employment benefits at June 30, 2011.

**LOUISIANA STATE BOARD OF HOME INSPECTORS**  
**STATE OF LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
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**NOTE 8 – LEASES**

*Operating Leases.* The Board executed a lease for office space beginning on March 1, 2008. It is for a period of five years payable at \$1,508.00 through April 30, 2010, and then at \$1,650.00 per month or \$19,800.00 annually through February 28, 2013. For the year ended June 30, 2011, lease payments of \$19,800.00 were made. Future minimum operating lease payments under this lease for the years ending June 30 are as follows:

	<u>2012</u>	<u>2013</u>
Office space	\$19,800.00	\$13,200.00

In addition, the Board leases a copier on a month to month basis at \$136.00 per month.

*Capital Leases.* The Board has no capital leases.

**NOTE 9 – ACCOUNTS AND OTHER PAYABLES**

The following is a summary of payables at June 30, 2011:

<u>Class of Payables</u>	<u>Amount</u>
Accounts	\$ 3,417.87
Payroll and related	579.97
Compensated absences	<u>1,458.66</u>
Total	<u>\$ 5,456.50</u>

**NOTE 10– RELATED PARTY TRANSACTIONS**

There are no related party transactions that require disclosure.

**NOTE 11 – LITIGATION**

There is no litigation that would require disclosure in this report.

**NOTE 12 – SUBSEQUENT EVENTS**

Management's evaluation is that there were no subsequent events between the close of the year through issuance of this report that would materially impact these financial statements.

**William E. DeLoach**  
Certified Public Accountant

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Independent Accountant's Report  
On Applying Agreed-Upon Procedures

To the Management and Board of Directors  
Louisiana State Board of Home Inspectors  
Baton Rouge, Louisiana

I have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of the Louisiana State Board of Home Inspectors and the Legislative Auditor, State of Louisiana, solely to assist the user in evaluating managements' assertions about the Louisiana Board of Home Inspectors compliance with certain laws and regulations during the period ended June 30, 2011 included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

**Public Bid Law**

1. Determine whether the Board complied with the public bid law.

I reviewed the schedule of assets and determined that the Board did not purchase equipment or items that did not comply with the public bid law.

**Code of Ethics for Public Officials and Public Employees**

2. Determine whether the Board or employees have accepted anything of value in the form of a service, loan, or promise from anyone that would constitute a violation of R.S. 42:1101-1124.

The Board and management has represented to me that they have not accepted anything of value that would be in violation of R.S. 42:1101-1124.

**Meetings**

3. Examine evidence indicating that agendas for meetings recorded in the minute book were posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meeting law).

Louisiana State Board of Home Inspectors is required to post a notice of each meeting and the accompanying agenda on the door of its office building. The organization did post meeting notices and agendas on the doors of its offices.

#### Budgeting

4. For all grants exceeding five thousand dollars, determine that each state agency was provided with a comprehensive budget of those grants that included the purpose and duration, specific goals, and objectives and measures of performance.

Louisiana State Board of Home Inspectors provided comprehensive budgets to the State Treasurer for the program mentioned. These budgets specified the anticipated uses of the funds, estimates of the duration of the projects, and plans showing specific goals and objectives that included measures of performance.

#### Accounting and Reporting

5. Determine that the Board's governmental records are available as a public record and have been retained for at least three years as required by R.S. 44:1, 44:7, 44:31, and 44:36, and that the board has filed annual statements in accordance with R.S. 24:514, and 33:463, and the financial statements have been reviewed in accordance with R.S. 24:513.

The Board maintains financial records in its offices located at 4664 Jamestown Ave., Baton Rouge, Louisiana and has complied with the statutes regarding a review and filing of the annual financial statements.

#### Debt

6. Determine that Board did not incur any indebtedness other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have they entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

The financial records indicated that no indebtedness other than in the ordinary course of administration was incurred by the Board.

**Advances and Bonuses**

7. Determine that the Board and management has not advanced wages or salaries or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

The financial records indicate that no advances or bonuses were paid in violation of the above referred statute or AG opinion.

I was not engaged to and did not perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is solely for the use of the Louisiana Board of Home Inspectors, the Legislative Auditor (State of Louisiana), and the State Treasurers Office and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for the purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

A handwritten signature in black ink, appearing to be 'C. J. Smith', is written above the typed name and date.

Baton Rouge, Louisiana  
November 16, 2011

**LOUISIANA ATTESTATION QUESTIONNAIRE**  
**(For Attestation Engagements of Government)**

12-1-11 (Date Transmitted)

WILLIAM E. DELOACH, CPA  
5516 SUPERIOR DR. STE. B  
BATON ROUGE, LA 70816  
\_\_\_\_\_  
(Auditors)

In connection with your review of our financial statements as of [date] and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of completion/representations).

**Public Bid Law**

It is true that we have complied with the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.  
Yes ☒ No ☐

**Code of Ethics for Public Officials and Public Employees**

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.  
Yes ☒ No ☐

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.  
Yes ☒ No ☐

**Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-16), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.  
Yes ☒ No ☐

**Accounting and Reporting**

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.  
Yes ☒ No ☐

We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.  
Yes ☒ No ☐

We have had our financial statements reviewed in accordance with R.S. 24:513.  
Yes ☒ No ☐



### Meetings

We have complied with the provisions of the Open Meetings Law, provided in R. S. 42:1 through 42:13.

Yes ☒ No ☐

### Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes ☒ No ☐

### Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes ☒ No ☐

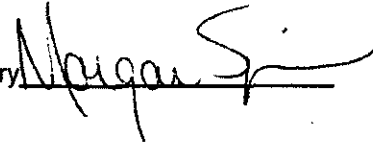
We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance that may occur subsequent to the issuance of your report.

11-23-11

\_Date

Secretary



Treasurer

\_Date

12/1/11

Date

President

